

**MINUTES OF THE BOARD MEETING OF THE
HEALTH INFORMATION AND QUALITY AUTHORITY**

17 April 2024, 16:30 – 18:00

Via MS Teams

Present:

Name	Details	Initials
Pat O'Mahony	Chairperson	POM
Marion Meany	Board Member	MM
Paula Kilbane	Board Member	PK
Danny McConnell	Board Member	DMcC
Jim Kiely	Board Member	JK
Bernadette Costello	Board Member	BC
Caroline Spillane	Board Member	CS
Lynsey Perdisatt	Board Member	LP
Martin O'Halloran	Board Member	MOH
Clíodhna Foley-Nolan	Board Member	CFN
Martin Higgins	Board Member	MH

In Attendance:

Sean Angland	Acting Chief Operations Officer*	SA
Eleanor Noonan	Finance Manager*	EN
Marty Whelan	Head of Communications and Stakeholder Engagement*	MW
Sean Egan	Director of Healthcare Regulation*	
Zoe Forde	Communications Manager*	ZF
Pat Miller	Clarion Consulting*	PM
Karen Egan	Board Secretary	KE
Michaela Flynn	Minute taker (Training)	MF

*For part of the meeting

Apologies:

Michael Rigby	Board Member
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1.0 Quorum

The Chairperson welcomed Board members to the meeting. A quorum was present and the meeting was duly convened.

2.0 Conflict Interest

No Conflict of Interests were declared.

3.0 Emerging Issues and Risks

No emerging issues or risks were raised.

4.0 Annual Accounts

Eleanor Noonan (EN), Finance Manager joined the meeting at this point.

BC, Chair of the Audit, Risk and Governance Committee (ARGC) introduced the Annual Accounts and advised that they had been reviewed by the ARGC and recommended for approval by the Board.

Sean Angland (SA), Chief Operations officer presented the Annual Accounts and highlighted the following:

- It had been necessary to amend the Accounts presented to the Board for review in February due to a new piece of technical guidance recently issued by the Office of the Comptroller and Auditor General (C&AG).
- The guidance changed the approach to accounting for software hosted on the cloud which, according to the guidance, is no longer to be treated as a capital asset.
- While this required an adjustment to the Accounts, it did not impact on income or expenditure.
- The C&AG has indicated that it will issue an audit certificate, subject to approval by the Board.

POM thanked AF, SA and EN and their teams for the work that had been done on the Accounts.

MH proposed the approval of the Annual Accounts and BC seconded the proposal. The Board unanimously agreed; **accordingly it was resolved that the Annual Accounts for 2023 be approved by the Board.**

SA and EN left the meeting at this point.

5.0 Annual Report

Marty Whelan (MW), Head of Communications and Stakeholder Engagement and Zoe Forde (ZF), Communications Manager joined the meeting at this point.

AF introduced the draft Annual Report for 2023 and thanked MW and his team for preparing it.

MW presented the draft Annual Report and advised that:

- The 2023 Report had been streamlined.
- Following Board approval the report would be submitted to the Minister for Health in line with the timelines for set down in the Health Act 2007.
- It was intended to publish the Annual Report in June. The text would be translated into Irish in advance of this.
- There would be a launch event arranged similar to the event held in 2023, and Board members would be invited to attend.

The Board acknowledged the complex and important work undertaken by HIQA during the year and congratulated MW and ZF on the excellent presentation of the Annual Report. The Board also expressed support for the launch event.

MH proposed approval of the Annual Report and MM seconded the proposal; **accordingly it was resolved that the Annual Report be approved by the Board.**

MW and ZF left the meeting at this point.

6.0 Children's Health Ireland Review

Sean Egan (SE), Director of Healthcare joined the meeting at this point.

AF introduced the update on the Children's Health Ireland (CHI) Review and advised that an update was necessary at this point due to emerging findings that require escalation to, and an early response from, CHI. As per HIQA's Quality Assurance Framework (QAF), in the event that risk issues are identified during a review, these are escalated for immediate risk mitigation, as has happened in this instance. Recent findings and required actions may necessitate further review and validation of evidence as part of the HIQA Review process. This, in turn, may impact on timelines agreed with the Board for this Review.

SE provided the update and highlighted the following:

- The CHI Review is well advanced and continues to be aligned to the quality assurance framework agreed by the Board for such Reviews.
- In line with the QAF, findings of potential risk and safety concern are escalated as they arise to ensure that appropriate actions are taken in a timely way.
- Recent emergent findings have been brought to CHI for their attention and for appropriate response in the context of the HIQA Review. The Minister was also apprised of the matter.
- The emerging findings may also require further engagement and review with key stakeholders and this may necessitate a short extension to the original timeline agreed for completion of this Review. The matter was escalated to the Minister in the context of the timelines originally agreed for the Review.

- The Chairperson of the Regulation Committee will be kept informed about any developments as appropriate.

The Board thanked SE for his update and expressed its full support for the ongoing work on the review. The Board also noted the quality of work that has been done on this challenging topic.

SE left the meeting at this point.

7.0 DER Update

Pat Miller (PM), from Clarion Consulting joined the meeting.

AF introduced the update on the DER project and advised that:

- Following the last Board meeting, at which the Executive had been given the mandate to negotiate with the vendor, the CEO engaged extensively with the vendor's CEO to reach an agreement on how to progress the project. A change request was accepted by the vendor in respect of the additional technical effort required by the vendor to build and QA the two outstanding processes. The delay on the project is now up to 20 weeks.
- The contract would continue to be tightly managed.

The Board approved the Change Request and thanked the Executive, the project management team, and PM for their continued efforts to advance the project.

8.0 Any other Business

There being no further business, the meeting was closed.

Signed:



Pat O'Mahony

Chair



Karen Egan

Board Secretary

Actions Following from the Board Meeting of 17 April 2024

No.	Actions	Person Responsible	Timeframe
1	Invite Board members to launch event/s for Annual Report 2023.	MW	June